

Executive Council Meeting Minutes

Nov. 5, 2016

Mid-Year, Holiday Inn, Maple Grove, MN

President Jane Hanson called the Mid-Year Executive Council meeting to order at 1:34 pm. Cindy Umland, Living & Learning SPM, read an Invocation. NEWSLET SPM Amy Pumper led the Pledge of Allegiance. District 07 Director Jenise Teske led the United States Women of Today Creed. Parliamentarian Joanne Larson read Orders of the Day. Minutes of the Fall Convention Executive Council Meeting on September 16, 2016, will be approved at Winter State Convention Executive Council.

Secretary, Shelli Struzyk

- Chapter Mailings are mailed out each month that we don't have a convention to all Exec Council members, chapter presidents and state delegates, each chapter, and the US Women of Today Staff. Please encourage those in your chapter who receive the Chapter Mailing to share it with all members of the chapter and remind your chapters that it is also available online by going to the secretary page on the MNWT website and clicking on Chapter Mailings. The December CMHs are due to me by Nov. 10th.
- Winter State Staff Reports for SPMS are due to supervisors by January 2nd, 2017. All Staff Reports are due to me by January 10th, 2017. Reminders: Only report at Executive Council what is relevant for Exec Council members. Save what you will report to the general membership for the Business Meeting. Also, if I do not have all the details of your reports before the meetings, your expanded report, it is your responsibility to get me a copy of the complete report immediately following the meeting. I will not track these down and the result may be important information missing from the minutes.
- I am still accepting donations for the State Plan of Action. Please ask your chapters and districts to donate. I am also accepting individual donations! I will have a drawing again for a Wine and Chocolate basket at Winter State for all donations.
- It has come to our attention that a formal notification was not given to the membership of the results of the PALS program review last year. It was the recommendation of the executive council that the program be discontinued in its present form due to lack of participation. An official announcement will be made at Winter State that Executive Council recommended eliminating PALS and that the membership will be voting on it at Annual. Please see Jane's message regarding this in the November CMH. We will open it up now for any questions.

Administrative Vice President, Lisa Hahn

- 6 District Directors and 6 State Delegates submitted their Mid-year Evaluations.
- I will be holding an open house at Winter State for potential District Directors for the upcoming year. Please encourage members to attend.
- Leave a Legacy: Please provide names of potential DD's.

Membership Vice President, Julie Marchand

- Challenge to all Executive Council Members to recruit 3 or more New Members in 2nd Trimester and you will receive a \$5 State Store certificate.
- 2nd Trimester Foundation Membership Rebates include:
 - a. Sign 3 New Members and receive \$25 rebate.
 - b. Sign 5 New Members and achieve 80 % retention and receive a \$50 rebate.
- Membership Promotion for 2nd Trimester:
 - c. Help the state achieve 80% retention or show growth for 2nd trimester and President Jane will dress in purple with purple hair.
 - d. Help your chapter achieve 80% retention, hold 2 M-events and sign 2 members in 2nd trimester and your chapter will have Mimosas at Winter State convention with State President Jane.
- We will have fun at Winter State Convention!

Chapter Management Vice President, JoAnn Miller

- We will no longer have "TLC" chapters this year. We will have chapters that are on the "Spark" list. The Gold Team (which can always use more members) will be the "match" that ignites these "sparks" into flourishing fires that can continue to grow and bring "service, growth, and fellowship" to their communities. We currently have 8 chapters on the Spark list. 4 of them are in their 1st trimester on the list and 4 are in their 2nd trimester on the list. These chapters are:
 - ✓ Second Trimester
 1. Mora
 2. Redwood Falls

3. Winnebago

4. Woodbury

✓ First Trimester

1. Albany

2. Detroit Lakes (have decided to drop)

3. Middle River

4. St. Francis Area

If you know of prospectives in any of these areas, please let me know.

- The Watch List is a list of chapters that will be on the Spark List at the end of this trimester if they do not have any of their members renew this trimester or that may have requested some help from Exec Council. I will work with the District Directors who have chapters on the Watch List and asked them to keep me updated on these chapters.
- Can you help with any of the Spark chapters or chapters on the Watch List? If you know of any prospectives in ANY district, please let me know so I can get their names and contact information to the respective chapters. If you can visit any of the chapters on the Spark List and help them with an M-event, please let me know! I would LOVE to get these chapters off the Spark List and have them on fire with new members and renewed enthusiasm!

Extensions Director, Cathy Snyder

- We have 2 chapters that have an extension in progress. These are:
 - ✓ Alexandria and St. Joseph.
- We have 4 chapters that are 2 and under these are: Coon Rapids, Eastern Carver County, Hutchinson Area and Lakefield.
- Jane and Cathy will have a get-together with the 2 and under chapters at Winter State on Saturday after the luncheon.
- The Hutchinson Area Women of Today will have a Charter Ceremony at Winter State.

Internal Vice President, Julie Hammel

- Went through the results of the Living & Learning Programming Evaluations. The Living & Learning area has 30% minimum participation. Recommendation is to continue L & L programming area. Suggested the evaluation be shorter and change for all areas will be taken to Future Directions.
- Everyone who completes their STEP certification has 2 chances to win an incentive-their STEP level and overall. Those completing their Outstanding Achievement in Programming certifications will also be entered in to a drawing.

Living and Learning, Cindy Umland

- I received 5 Women Who Impact Award nominations.
- There will be a fellowship service at Winter State on Saturday morning from 8:00 – 8:20 am. The coloring contest is part of the fellowship service.
- Essays are due to me, postmarked December 15th. The topic is "How will you be the difference?" The cost is \$5.00.

NEWSLET, Amy Pumper

- The challenge is the Exec Council member with the most personal messages in the NEWSLET will receive an incentive at the next convention. Chapters and districts are also challenged to have the most for an incentive at the following convention.
- When submitting NEWSLET articles, you do not need to have a header with your name and address, etc. You can put a title and then the article and when saving to send to me, title it with your position. It will make it easier for me to plug it in without having to open and see which article it is.
- Articles for the February issue are due February 14th, 2017 and will highlight chapters in Districts 2, 5, and 10. I will accept articles at any time until the 14th.

Public Relations, OPEN

- Please send me copies of published photos and articles of President Jane's travels to your communities.

Records and Recognition, OPEN

- Evaluations are due this weekend. They will be returned at Winter State with comments and suggestions.
- 2nd Trimester SUCCESS is due January 2, 2017. Please mail substantiating materials to IVP Julie at her home address.
- Please remember that Executive Council and Committees are responsible for verifying participation in the MNWT SUCCESS. Email reminders will be sent. Very important for chapters who participate.

External Vice President, Brenda Kennelly

- Currently we have 4 people that have said they would bid for one of the SPM positions.
- Currently we have 2 foundation bids in to be considered for our next 3 year priority. The deadline is December 1st.
- I am working with Illeana on closing out the OYA Award for 2016.
- Community Connections and Priority Area programming evaluations were reviewed and both have over 30% chapter participation for us to continue both areas
- Introduction of SPMs.

Community Connections, Kandy Dorlack

- We currently have 4 nominations for the Outstanding Person with Developmental Challenges Award.
- I need your help promoting the True Friends Wish List.
- Please remind your chapters/districts to submit the USWT DVA Transmittal Forms.

Breaking Free, Sherry Boike

- Please help me promote the fundraising for the van pieces.
- I need your help lighting up the hallways with luminary bags at Winter State.
- We will be receiving an award at the Breaking Free Gala tonight.

Women's Wellness, Jessy McShane (uw@mnwt.org)

- Our 2nd trimester challenge group has gotten off with a BANG! Well, sort of! We have 5 strong sleepers who are sharing their patterns, challenges and slumbering hopes with each other. With each post they make, they earn a chance to win a fantastic basket at our Winter State business meeting. See my CIP for instructions on joining.
- November 6-12th is Type 2 Diabetes Awareness Week. We will be posting tips on Facebook for lowering your risks by eating healthy and staying active.
- I am working on scheduling a visit to WVI. Stay tuned for details!

Youth of Today, Illeana Miller

- We will be selling tickets to the Timberwolves game on February 4th, 2017 at 7:00 pm. Tickets are \$32 per person and are due on January 4th, 2017. See my CIP for information on where to mail tickets. This is a fundraiser with proceeds going to the Outstanding Young Adult Scholarship fund.
- Received 5 OYA nominations.
- We will once again be hosting a Jail and Bail event but it will be at Winter State. Warrants are \$5.00 per person and insurance can be purchased. We will be selling Warrants up to the Friday night party at Winter State where the "arrests" will be made.
- We are very low on donations to Bridge for Youth and transmittals. Please see my CIP for the list of donations that we will be collecting. I am hoping to be able to present a donation to them prior to the holidays. There is a special Holiday Challenge that was sent out to DDs to pass on to their chapter presidents. Please see me if this has not been received and I will get it to you.

Treasurer, Cathy Shuman

- Expense Vouchers: 2nd trimester deadline is January 9th, 2017 to have expense vouchers turned in. SPM and DD vouchers are due to supervisors on January 2nd, 2017. Expense checks would then be paid at Winter State convention.
- Mini State Store: Store Manager Jane Holmberg has a mini version of the state store available on Saturday on a limited basis. Please ask her for an order form to fill out and place your order.
- State Ways and Means.
 - ✓ Fun Pasta: we received a check for \$753.80 which included the profit from 3rd trimester of last year and 1st trimester of this year. Chapters' shares have been paid out.
 - ✓ 2nd trimester promotion: 50 cases of World's Finest Chocolate bars were ordered and delivered. We paid \$2,310 for the initial order and the total deposited was \$1,560, leaving a profit of \$750. I have about 18 bars with me for sale for \$1.00 each.
 - ✓ Fall State fundraisers: We earned \$40.28 on \$403.00 in sales with the Usbourne Book Fair. The gift card lucky buck auction was a success with a total profit of \$536.
 - ✓ The Finance Committee is sponsoring a prize raffle for 2nd trimester with the drawing held at Winter State convention. We have ticket books available to hand out and tickets sell for \$5.00 each.
 - ✓ I'm working with the Finance Committee on a vendor sale to be held at Winter State Convention. If approved,

Minnesota Nice Spice products will be available for purchase at convention.

- Mid-Year Finance Committee meeting (at Bonnie Waller's):
 - ✓ Budget Review – Friday, January 6th (evening)
 - ✓ Finance Meeting – Saturday, January 7th

Parliamentarian, Joanne Larson

- Bylaw and Policy review was held on October 22nd, 2016 at Billy's in Anoka. Proposed Policy changes will be voted on today and any bylaw motions will be brought to Winter State.
- Looking for more district and chapter bylaws and policies to review. Please email them to parli@mnwt.org. Please encourage the chapters in your district to email them in. The start of this basket is looking pretty good, I'm just saying!

Chairman of the Board, Terri Dahlberg

- ONTO shirts are available for \$13.00 and \$15.00. ONTO flowers are for sale for \$2.00 each.
- Staff, President and Treasurer filings for next year will be accepted starting December 1st, 2016. Remember, NO ONE may publicly state intent to seek ANY staff position prior to February 15th, 2017 to anyone other than the chair of the Elections Committee.
- March Planning will be held on March 11, 2017. Recommendations are due to me by 9:00 pm on February 1st.
- Area Meeting schedule is as follows:
 - ✓ Area 1: April 1st in Bemidji
 - ✓ Area 2: March 31st, in Rice
 - ✓ Area 3: April 7th, location TBD
 - ✓ Area 4: April 8th, in New UlmMore information about times and locations will be given at Winter State. Please support your district director and attend.
- Redistricting surveys are due to me November 15th, 2016. Please remind your chapters to share their thoughts by completing the survey and forwarding it on to me.

Executive Director, Katie Castro

- A tentative schedule is provided to you today. Convention will be at the DoubleTree Park Place on January 26-28, 2017. Please note that there are no longer official activities on Sunday morning, as this will be a time for chapters and district to gather for breakfast, etc., before heading home.
- Priority Bids for Annual 2018 are open to Section 3 South (Districts 9, 10 and 11) and are due to me by Friday, January 13th, 2017.
- I will be sending a Google Survey to each of you next week seeking your input about your use of official email, Google folders, Facebook pages and the Executive Council login area of the website. Please be honest and forthcoming with your responses as we will use the responses to determine further training via a GoTo Meeting. We are looking for pros and cons of each as well as suggestions for improvements of these tools.
- I am currently working with our insurer to secure the bid and rate for 2017. Insurance billings will be sent out to chapters hopefully prior to the end of 2nd trimester so please be sure your chapter is watching for this important statement. Unpaid insurance will be on Winter State credentials.
- EVP Brenda has been working to secure bids for our next 3 year priority project. She has currently received 2 bids. If we receive more than 3, Executive Council will hear presentations from the bidders at Winter State Executive Council meeting to narrow the bids down to 3. These bids will be heard at the Business Meeting at Annual in Bemidji on Saturday, May 20th, with the vote to select the priority project to be held at Fall State 2017.

Presidential Assistant, Nicky Anderson

- Each DD/SPM was given a scrapbook page at Fall State Convention. Please continue to work on them. Remember to decorate the front and back.
- As President Jane is traveling to your chapters/districts please take pictures for me and email them to pa@mnwt.org. The Madelia chapter is compiling them to make photo books for President Jane as a Year-End Gift.

MNWT Foundation, Jen Kinzer

- Consider a \$25.00 sustaining membership with the MNWT Foundation or renew your sustaining membership. Other donations for the Endowment Fund or general donations to our funds for speakers, outstanding awards, speakers, equipment, etc.

- Give to the Max Day is November 17th, 2016. The MNWT Foundation will once again be participating on this important day to donation online to various 501(c)3. Consider donating to the Foundation.
- Shop Amazon? Choose The MNWT Foundation under the Amazon Smile program and the Foundation will earn a portion of your shopping dollars. It won't cost you anything, but a portion of your purchases will be given to the Foundation. Even if you are an Amazon Prime member, you can still participate.
- Looking for funding for an upcoming chapter project? The Chapter Grant deadline is December 1st, 2016. See the application form through the book of forms or contact me with any questions.
- Despite the best laid plans, we did not have enough registrations to hold the Fundraiser Retreat in October. We are looking into the possibility of another Retreat or planned activity. Reserve February 25th, 2017 as the day for the Foundation Fundraiser.
- Next MNWT Foundation meeting is coming up on January 14th, 2017 in Rice at the Lion's Building at 10:30 am. Contact Jen if you would like more information.

Future Directions Committee Chair, Tevyan Sorensen

- The Go Green sub-committee is still selling recycling bins. Please contact the sub-committee chair, Christine Sibileau at fdc-gogreen@mnwt.org for more information or to place an order.
- Future Directions meeting will start at 1:00 pm on the 10th; meeting will be at Star Bank in Eden Prairie.

Membership Management Committee Chair, Wendy Homyak

- The next Out and About Night is coming up on November 10th. Go out and celebrate Women of Today!
- The next Membership Management committee meeting will be December 10th, at 11:30 am at Star Bank in Eden Prairie.

Marketing Committee Chair, Sharon Erickson

- 2nd Trimester State Committee meetings will be held Saturday, December 10th at Star Bank in Eden Prairie. Registrations and refreshments start at 10:00 am.
- We have 2 openings for sub-committee chairs for Marketing. We are looking for someone to be the Expo Coordinator Sub-committee Chair and the Promotions Sub-committee Chair. If you are interested in either of these positions, please contact me at marketing@mnwt.org.

President of the Minnesota Women of Today-Jane Hanson

Ongoing Business

- None

New Business

- M/L/P (Parli/LL) I move that we add the same language from Policy O.9.a.2 to Policy O.10.a.2 and Policy O.11.a.2. These policies would then read: "Chairman will serve a one (1) year term commencing at the end of the Annual State Business Meeting. Chairman has the option of a second consecutive term pending appointment by the State President and approved by Executive Council."
- M/L/P (Parli/Secretary) I move that we add O.10.a.3 and O.11.a.3. These policies would then read: "In order to be eligible for appointment to the position of chairman, a person must file an intent form."
- M/L/P (Parli/EVP) I move to add "as stated" in Policy O.9.d" to Policy O.9.b. This policy would then read: "Additional committee members shall be the Administrative Vice President, External Vice President, the Chairman of the Board, the Executive Director, the State President, the State Parliamentarian, the Marketing Chair, Membership Management Chair, reporting subcommittee chairs, as stated in Policy O.9.d, the past Future Directions chair, State Treasurer, and one (1) general member from each area and up to four (4) general members from any area. General members shall serve a two (2) year term and may be appointed for additional terms. There shall be a rotation of the members. Areas one and three will rotate on odd number years. Areas two and four will rotate on even number years. General members shall be appointed by the future directions chair and approved by Executive Council no later than MNJOTS.

- M/L/P (Parli/Secretary) I move that we remove Policy M.4.b that reads "Staff members shall be reimbursed \$20 for lodging for each state meeting."
- M/L/P (Parli/DD11) I move that Policy O.8.d that reads "The committee shall approve the financial aspect of the Ways & Means State Program Manger bid. The State Program Manager shall submit to the State Treasurer and the State President a copy of goals and objectives types of fundraisers, and be subject to a personal interview with the Finance Committee." Be removed and re-number.
- M/L/P (Parli/LL) I move we remove Ways and Means State Program Manager and replace with State Store Manager in Policy M.3.C.
- M/L/P (Parli/LL) I move that we remove Policy O.9.d.3 .d and move to O.9.e.

Announcements-None

Living & Learning SPM Cindy Umland read a benediction. Youth of Today SPM Illeana Miller led the Minnesota Women of Today Creed. The meeting was adjourned at 3:24 pm.

Respectfully Submitted,

Shelli Struzyk, Secretary